

21 Novmeber 2002

MEMORANDUM FOR Installation Project Officer

SUBJECT: Hosting an Armed Forces Championship

1. Congratulations on being selected as the host site for this 2003 Armed Forces Championship. Your service sports representative will brief you on your responsibilities. This booklet should further enhance your efforts in the task of successfully hosting a championship from start to finish.
2. There are some changes to this year's championship guidance. The Armed Forces Sports Working Group (AFSWG) increased the amount of the informal banquet/ice breaker to \$15.00 per person. There will be no certificates for this year's championships; instead the AFSWG approved a budget of \$30.00 per person for the host officer to purchase a high quality long sleeve competitor t-shirt and team photo for athletes, coaches, team OIC, trainer, service reps, officials, and Armed Forces Sports representative.
3. Some important planning tips include:
 - a. Ensure you set up a committee well in advance (suggest 4-6 months) of the championship to include housing officer, transportation officer, public affairs officer, marketing director, budget officer, and dining facility manager.
 - b. Ensure that all the sections of the after-action report are completed and submitted (electronically when possible) to the AFS Office within 45 days after the completion of the Armed Forces championship.
 - c. If available, highly recommend that on-base lodging be provided for official service teams, game officials, individual and Armed Forces representatives.
 - d. It is EXPECTED that all official team members from each Service will attend all scheduled events during the championship.
4. If you have any questions please contact your service sports representative. We appreciate your time and effort, and wish you the best for a successful championship.

//original signed//
SUBA SATY
Armed Forces Sports Secretariat

Armed Forces Competition:

Armed Forces championships are conducted under the auspices of the Armed Forces Sports Council (AFSC), which is responsible to the Senior Military Sports Advisor and the Deputy Assistant Secretary of Defense. The council, which is made up of the Director of MWR for each service, is responsible for all matters pertaining to the organization and administration of Armed Forces participation in national and international sports competition. The objectives of the championships are as follows:

- Promote goodwill among the Armed Services through sports.
- Promote the positive image of the Armed Forces through sports.
- Provide the incentive and encourage physical fitness by promoting a highly competitive sports program.
- Provide the avenue for military athletes to participate in national and international competitions.

Sports competitions between Army, Navy, Air Force, and Marine Corps are conducted in 18 championships in the following sports: boxing, bowling, wrestling, basketball, volleyball, golf, marathon, cross-country, rugby, triathlon, soccer, and softball.

Participants for each sport are selected as a result of highly competitive trial camps or resume (depending on sport) by each of the respective services. At the conclusion of designated Armed Forces championships, an Armed Forces team is selected to compete in a Conseil International du Sport Militaire (CISM) World Military Championship or U.S. National Championship. At CISM our military athletes compete against their peers from countries around the globe.

Draw For Armed Forces Championships (for team sports):

In those Armed Forces Sports Championships where competition is conducted on a “team vs. team basis” (softball, basketball, volleyball, soccer, etc), the AFSWG conducts a tournament drawing to determine the tournament game schedule for all events prior to the first annual championship. This allows for advance tournament publicity and program printing. Daily match or game schedules will comply with the schedule established by the AFSC and will be included in the host installation’s information letter to each participating service. If scheduled dates do not coincide with the starting day of the week as listed in Section 6, the dates should be adjusted to start on the day of the week stated in the rules section.

2003	2004	2005	2006	2003 RUGBY ONLY
USMC vs. USN	USAF vs. USMC	USA vs. USN	USAF vs. USN	
USA vs. USAF	USA vs. USN	USAF vs. USMC	USA vs. USMC	
USAF vs. USMC	USN vs. USAF	USN vs. USAF	USA vs. USAF	A – USAF
USN vs. USA	USMC vs. USA	USA vs. USMC	USN vs. USMC	B – USCG
				C – USMC
				D – USA
USAF vs. USN	USN vs. USMC	USAF vs. USA	USAF vs. USMC	E – USN
USMC vs. USA	USA vs. USAF	USN vs. USMC	USA vs. USN	

NOTE: Draw for rugby is conducted at the Armed Forces Rugby organizational meeting for the next year.

Hosting An Armed Forces Championship:

Hosting an Armed Forces Championship is a prestigious honor and it is important that all the talent and resources available on a host installation be utilized. The following handbook outlines the steps needed to host a successful Armed Forces championship.

A championship committee should be appointed and meet a minimum of 60 days prior to the event. The project officer should set forth the duties of the following committee members:

- a. Project Officer
- b. Food Services
- c. Lodging
- d. Marketing Director
- e. Sponsorship Coordinator (may be the same as Marketing)
- f. Public Affairs Officer
- g. Transportation
- h. Medical Officer
- i. MWR Financial Officer

The tournament chairperson (Project Officer) is the senior member on the committee, or some other senior staff member not necessarily listed above.

Duties of the Championship Committee:

Project Officer: Is an individual possessing considerable imagination, drive, and experience. He/she is a person with tested organization and administration skills. Much of the success or failure of the tournament rests with their ability to plan and direct. Normally, this individual is the installation Sports Director. The project officer designates a NCO or officer to serve as host for each team. The individual acts as a team guide, sees that the team has clean and adequate quarters, fresh linens, towels, soap. Also, they assist in obtaining transportation, arranging meals, and resolving problems. The project officer assists all personnel with matters connected with the tournament. It is often necessary to extend orders, obtain partial payment, and obtain emergency leaves and other personnel actions. Coordinates tournament activities with installations and community groups such as the NCO Spouses' Club, Boy Scouts, Chamber of Commerce, etc. He/she handles all sports administration pertaining to the tournament which includes providing required brackets, schedules, officials, facilities, and equipment. This person plans and conducts the rules interpretation meeting and keeps the technical aspect of the tournament running smoothly.

Food Service Officer: Wherever possible, host installation is responsible for providing normal military messing facilities. Each individual and/or respective service is responsible for payment of their meals. Meal payment procedures should be outlined in the host letter of instruction (LOI).

Lodging Officer: Host service is to provide no-cost billeting where available. All billeting must be equal to the standard quarters available to military personnel stationed on the installation. Officers, enlisted team members, and coaches should be billeted together whenever possible to maintain team unity. Billeting must meet accepted standards for safety, cleanliness, temperature control, and security. Service teams should be separated by floor, wing, or building. Co-location of participating teams in open-bay housing is not desirable. When the minimum standards are not met, service sports directors or designee will determine alternate billeting possibilities. Services MUST be notified in advance, if off-base billeting is the only option.

Marketing Director: The Marketing Director is responsible for developing and executing a marketing plan around the championship. This includes, but is not limited to, design and printing of posters, design and printing of programs, developing local news releases (with support from AFS Office), and a direct mail campaign to targeted markets (local sports teams, youth groups, etc.).

Commercial Sponsorship: The base Commercial Sponsorship Manager is permitted to solicit for local commercial sponsorship. Additionally, they must coordinate closely with the Armed Forces Sports Office to implement national corporate sponsorship agreements (if applicable). The commercial sponsorship coordinator (if different than Marketing Director) must coordinate with installation marketing director to ensure sponsor benefits are implemented correctly. All cash sponsorship generated locally is split 75% - 25% - meaning that 75% can be applied to the base sports program and 25% must be applied to costs associated with hosting the Armed Forces Championship on the base (i.e. billeting for athletes, rental cars, etc.). Monies generated locally must be reported in the pro-rata sheet sent to the service sports office by the project officer.

Public Affairs Officer: Coordinate with project officer and if necessary the Armed Forces Sports Office, to act as a liaison between the installation and community newspapers, radio, television, and civic organizations; provide photographic services, hand out invitations to visiting coaches and scouts, VIPs and other dignitaries; take care of artwork and printed materials; set up press, radio, and TV facilities (if applicable); provide a DoD angle wrap-up story including pictures and complete tournament or contest results to the Armed Forces Sports Office.

Transportation Officer: GSA/Government vehicles are authorized for service teams and Armed Forces teams and should be used whenever possible. If government vehicles are not available, commercial rental vehicles are authorized. Furnish staff cars and other motor equipment. If rental cars/vans are utilized, fee payment will be the responsibility of the using service.

Medical Officer: Provide medical service, ambulance, and trainer services such as whirlpool baths, provide bandages, slings, tape and other required medical supplies. Provide on-site medical personnel as required.

MWR Financial Officer: Properly administer and advise on all financial matters, establish procedures whereby the project officer can make purchases without holding specific board meetings and without delay. Submit a financial statement, covering all costs, to service headquarters, NLT 45 days after the conclusion of the higher-level competition. Service reps should have billing to other services NLT 120 days following the event.

Service Representative Briefing:

Each service host installations' project officer is briefed by his/her host service sports representative on procedures for conducting an Armed Forces Championship.

Briefing includes clarification on the following subjects:

- Number of competitors to anticipate
- Rules of the specific athletic event they are hosting
- Officials – selection and approval of those not supplied by the Armed Forces Sports Office
- Team – arrival and departure procedures
- Contact reporting point (Tournament Command Post)
- General information
- Rules interpretation
- Drawings, etc.
- OIC

Pre-Tournament Organization and Rules Interpretation Meeting:

The host installation project officer and the tournament director conduct an organizational and rules interpretation meeting prior to the start of competition. Attendees at this meeting are limited to appropriate host installation personnel; service sports representatives, Armed Forces Sports Council Secretariat (AFSCS) Office representative, contest officials, and the head coach, assistant coach, and OIC from each service team. Services are **NOT** allowed to bring additional personnel to this meeting. Championship rules as established by the AFSC will not be amended/changed at the organizational meeting or championship.

Agenda Items:

1. Introductions (to include defined role at the championship)
2. Administrative matters (billeting, mess, travel orders) & higher-level participation form
3. Review schedule of events
4. Review of the competitive rules with question and answer sessions conducted by the chief of officials
5. Discuss other championship procedures (home/away jerseys – colors/numbers)
6. Distribution of coach's letter of instruction for higher-level competition
7. Higher-level competition and team selection (collect orders and higher-level form at this meeting or before opening ceremony)
8. Opening and closing ceremonies
9. Select day to pick Armed Forces team (if a team championship)

Officials For An Armed Forces Championship:

- A. The AFSCS coordinates with the respective National Governing Body (NGB) ninety (90) days prior to an Armed Forces Championship for credentialed and qualified officials. The AFSCS coordinates with the host project officer to ensure he/she knows flight itineraries, lodging requirements, etc.
- B. The use of DoD civilians or Active Duty military as officials for Armed Forces Championship is prohibited.
- C. The AFSCS is responsible for obtaining and securing air transportation for officials to the competition site. Officials may use private vehicles if feasible.
- D. The selection of support officials other than defined contest officials (e.g. scorers, starters, timers, line judges, etc.) is the responsibility of the host installation.
- E. A chief or head of officials is named for each Armed Forces Championship. Number of officials is as follows:
- Basketball – 6 referees
 - Boxing – 8 (to include electronic scoring) (head official will not be ring official)
 - Rugby – 6 referees (1 field official and 2 touch judges per game)
 - Softball – 6 umpires and Umpire-in-Chief (non-calling)
 - Soccer – 8 officials (Head official will be non-calling official)
 - Volleyball – 6 officials
 - Wrestling – 8 officials (includes one pairing official) (Head official is non-calling)
- F. AFSCS notifies selected officials and provides them the following information:
- Transportation, billeting, and messing
 - Schedule of events
 - Contact personnel
 - Financial arrangements

Official's Payment:

- A. Officials using a private owned vehicle (POV) are paid mileage by the host installation. All travel must be in accordance with Joint Travel Regulations (JTR). POV costs are prorated among the services. POV costs must not exceed the cost of airline ticket for the same trip.
- B. Officials for an Armed Forces Championship receive a meal per diem of \$30 per day (\$22.50 on travel days), paid by the host installation. In addition, lodging and rental vehicles are provided to the officials, when required. These costs are prorated among the services.**
- C. Unless otherwise notified, the host installation is responsible for payment/honorarium of all officials as follows:

§ Basketball - \$200 per game for floor officials
§ Boxing - \$300 for each official per championship event
§ Cross Country – NA
§ Golf – NA
§ Marathon – NA
§ Rugby – Field Officials (1) receive \$125 per game and Touch Judges (2) receive \$50 per game
§ Soccer - \$400 for each official per championship event to include a head official
§ Softball - \$25 per game. Head official receives a \$250 stipend, but does not officiate games.
§ Triathlon - \$100 for each official per championship
§ Volleyball - Referees \$80 per match, linesmen \$20 per match, scorer \$30 per match
§ Wrestling - \$250 for each official per championship

****Note:** Head officials who officiate games receive an additional payment of \$25 per championship.

Protest Responsibilities & Procedures:

Protests are only accepted by the championship protest committee (service representatives and chief of officials) when submitted in accordance with the specific sports playing rules. Protests must be resolved before a contest can continue.

Officiating Problems:

Services and project officer should inform the AFSCS about problems incurred with officials within 30 days after a championship. The AFSCS will contact the respective Chief of Officials for that particular sport.

Public Affairs and Publicity of Armed Forces Championships:

A. Local, national, and international publication of results, story, and pictures from an Armed Forces Championship is crucial to the development of the sports and entire Armed Forces Sports program.

B. The Public Affairs Officer at a host installation should be prepared to submit the following to the Armed Forces Sports Office within 48 hours after the conclusion of an Armed Forces Championship:

- § A DoD angled story that includes a re-cap of the championship, quotes from players from several teams, team standings, daily results, and special awards, all star team members, and competitors on the Armed Forces team.

- § When listing military competitors, please include the following:

- § First and Last Name

- § Rank

- § Service

- § Duty Station

- § 2-4 action photos of the championship. Photos must be at 300 dpi. Action shots should be done with a tele-lens.

C. Within 48 hours of the end of the championship, e-mail final results/story to the Armed Forces Sports Office at Robert.Hansgen@cfsc.army.mil and Suba.Saty@cfsc.army.mil.

D. If the post or base is hosting both men's and women's divisions, a story should be done on each championship.

Armed Forces Championship Ice Breaker/Banquet Procedures:

Ice Breaker/Banquet:

- Alcoholic beverages may be served on a cash bar basis only at an Armed Forces Championship ice-breaker. AFSC funds may not be expended for alcoholic beverages. Alcoholic beverages are banned for consumption by athletes during competition, and will not be consumed at any competition venues.
- Informal banquets are limited to \$15.00 per person. Ice breakers are limited to \$7.50 per person. If just one event is conducted, limit is \$15.00 per person.
- Attendance is limited to team members, service representatives, host personnel involved in the championship, tournament officials, and any host VIPs or local civilian community VIPs as invited by the base commander or his/her representative.
- Service participants must wear service polo shirt with dress slacks (or dress shorts if weather warrants) at the ice breaker. All shirts must be tucked in with regular belts around the pants. Men WILL NOT wear earrings and women WILL NOT wear miniskirts, cutoffs, nor halter-tops. **Service representatives are responsible for compliance.**
- Guest speaker fees will be the responsibility of the host base and must be cleared through the respective sports office.

Awards/Mementos For Armed Forces Championships:

Tournament Awards:

The only awards, trophies, and certificates authorized for Armed Forces Championship athletes are those designated by the Armed Forces Sports Council. AFSCS is responsible for delivery of awards to the AFS Championship site prior to the commencement of the respective championships.

T-Shirt and photos:

The following items are the **only** issued items given to all participants: commemorate shirt and team photo. These are the responsibility of the host installation. Prorated cost is limited to \$30.00 total (for shirt and photo); any additional costs are the responsibility of the host service. Shirts are authorized for game officials, service representatives, and VIPs.

Armed Forces Championship Opening and Closing Ceremony:

Opening Ceremony (Optional):

- Conduct the opening ceremony prior to the initial competition. Coordination with host site protocol office is necessary to ensure proper introductions.
- The protocol announcement of teams is Army, Marine Corps, Navy, Air Force, and Coast Guard (participates as separate entity in Rugby Championship only). The host installation may choose to alter the order to announce the home team (host service) team last. The base commander should welcome the teams.
- All teams must wear Service warm-ups (or competitive uniform for team sports) for the opening ceremony.

Closing Ceremony:

- All teams must wear Service warm-ups or competitive uniforms at the awards ceremony. Athletes who do not comply will not receive awards and will be denied the opportunity to participate on the Armed Forces team competing in a CISM or National championship.
- It is highly recommended that the project officer coordinate to have the base commander or his/her designee present the award, with strong consideration given to an active duty awards presenter.
- Awards are presented in the following order:
 - Individual Sports (Cross Country, Marathon, Triathlon): medals presented following the race. The bronze (third place medal) is presented first, followed by the silver medal and then the gold medal.
 - Combat Sports (Wrestling and Boxing): medals presented following each match or bout. Silver (2nd place) presented first and gold last.
 - Team Sports (Soccer, Volleyball, Rugby, etc.): medals are presented following the championship game or final game. The team silver medals (2nd place) will be presented first, followed by the first place team's gold medals. Following the team medals the all-tournament team is announced, presented their awards, and then dismissed. Following that, it is announced "the Armed Forces team advancing to higher level competition is based upon availability as well as athletic performance and court presence, " the Armed Forces Team is announced and recognized by gathering at a designated spot at the awards ceremony site. It is imperative that the Armed Forces Team is announced in random order (e.g. not all Army players first, followed by all Air Force players). This adds to the suspense of the moment.

Armed Forces Championship Letter Of Instruction (LOI) Guidelines:

*** Must be sent out to service sports office and AFSCS 45 days prior to championship**

1. General

The 20___ Armed Forces _____ Championship will be conducted at _____

2. Rules (see section #6). Other items deemed necessary but not covered by Armed Forces Sports policy rules of governing body may be included at the prerogative of the host installation as long as other services are notified **45 days** ahead of the tournament date.

3. Rules Interpretation Meeting:

Prior to the opening of the Championships a meeting will be held at

(Site) (Date and Time)

4. An informal banquet/icebreaker will be held at the beginning of the Championship or rest day as appropriate. The exact time and place will be specified upon the arrival at the installation. (Dress: Service Polo shirt and dress slacks). The day for the social is acknowledged in the daily schedule listed in section 6.)

5. Schedule of Events: See section 6.

6. Reporting Procedures: Service teams are requested to arrive at (installation name) no sooner than (date) and not later than (date). Further request that the installation project officer, (name) (telephone number), (address of project officer), (E-mail address) be advised of each team's estimated time of arrival and mode of transportation so the team can be properly met.

7. Guest Policy: The host installation is responsible for authorized participants only. Extensions to the team composition, family members, and guests of participants are the sole responsibility of their sponsor.

8. Medical Examination: (if applicable)

9. Entries: Services are requested to submit the following pertinent information to (name of project officer)

a. Notification of intent to participate

b. List of entries including coach, manager, players, and all other personnel traveling with the team, such as OIC and service representative. List will not exceed those authorized by the AFSC.

c. Name, grade, and installation of assignment.

10. A copy of TDY/TAD orders must be given to the project officer upon arrival.

11. The hosting information letter must state all military personnel are required to bring their appropriate military uniform and passport or original birth certificate to be considered for CISM/international competition.

Armed Forces Championship Letter Of Instruction (LOI) Continued:

Addressee:

Armed Forces Sports Council Secretariat
CFSC-CR
4700 King Street
Alexandria, VA 22302
Suba.Saty@cfsc.army.mil

Head, Navy Sports
PERS 651E, Bldg.457
7800 3rd Avenue
Millington, TN 38504-5045
John.Hickok@persnet.navy.mil

Head, Marine Corps Sports Office
Headquarters, USMC
Manpower and Reserve Affairs (MR)
3280 Russel Road
Quantico, VA 22134-5103
hodgepj@manpower.usmc.mil

Air Force Services Agency
HQ AFSVA/SVPAF
10100 Reunion Place, Suite 402
San Antonio, TX 78233-4138
Steve.Brown@agency.afsv.af.mil

Army Sports
4700 King Street
Alexandria, VA 22302
armysports@cfsc.army.mil

Chief, Coast Guard Sports Branch
Coast Guard MWR
870 Greenbrier Circle
Greenbrier Tower II, Suite 502
Chesapeake, VA 23320-2641
HGeorge@gwp.uscg.mil

Armed Forces Championship
Planning Checklist
 (All items may not be applicable to all sports)

Check	Item To Be Completed
	Prior To Championship
	Letter to each Service Headquarters providing information on the tournament prior to the event.
	Information brochure on host command facilities, etc. to Service Headquarters Sufficient copies for each individual.
	Facility Preparation
	Billeting:
	Teams
	OIC's
	Game Officials
	Service Representatives
	Tournament Statistician – Daily, cumulative, and final standings
	Tournament Announcer (must be experienced and professional in presentation)
	Band for opening ceremony (if possible)
	Color Guard for opening ceremony (if possible)
	Sequence of events for opening ceremony
	Coordinate with Protocol Officer for proper introductions at opening ceremony
	Host Commander availability
	Opening Ceremony
	Informal Banquet/Icebreaker
	Awards Presentation
	Coordination with Marketing Office
	Event Program

Coordination with Public Affairs Office
Pre-event publicity and articles
Invitations to outside press
Wrap-up articles and final results published in post paper
Contest schedule published in all available media
Coverage of Awards presentation
Photography
Team Pictures
Armed Forces Team Picture
Banquet/Ice Breaker
Tournament Play (action shots)
Awards presentation
Officials/Umpire Photos
Informal Ice Breaker/Banquet
Preparation of guest list
Sequence of events
Location/reservations
Chaplain
Attire (appropriate)
Introductions
Guest Speak and/or comments by Host Commander
Presentation of AFSC plaque by AFSC representative to Host Comm
Liaison NCO for support of each visiting team
Tournament budget (based upon amount available from Service Headquarters)
Awards received and inventoried, stored for safekeeping
Local Entertainment available to teams
Discount tickets
Coupons
Map of local area (base, camp, station)
Service Clubs
Movie Theaters
Exchange/Commissary

Transportation
Pick-up visiting teams
Pick-up of officials
Pick-up of Service Representatives and Armed Forces Rep.
Transportation local requirements (to practice, to games, to banquet)
Rental car requirements (if any)
Departure transportation requirements
Higher-level transportation requirements
Shipping of Uniforms/Personal Belongings
Some athletes may wish to ship their service team uniform and additional clothing to their home duty station after being selected for an AFS team. This should be done at the athlete's expense, but procedures for shipping (UPS, Postal Service) procedures should be made available.
Tournament equipment, supplies, and support
Make certain scoreboard and contest clocks are in good working order
Public address system
Field or Bldg. maintenance
Equipment as appropriate
Dugouts, bases, chalk lines, balls, nets, baskets, starting clocks, etc.
Water Fountains
Medical and First Aid
Banners/Flags
Seating (VIP or Open)
Bat and/or ball boys/girls
Refreshment stand (MWR)
Programs/team rosters with numbers
Armed Forces Team
Entry Forms (received from AFSC)
Team Roster (submit to national governing body or appropriate tournament)
Armed Force Uniforms (ordered by project officer)
Air Transportation (commercial or government) to competition and travel to and from the Station (Host Command)
Motel/Hotel reservations/military billeting (host command)
OIC
Contingency funds for OIC
Travelers check for OIC

Balls to be used
Medical Emergencies
Team orders
Rules Interpretation
Home and Away Uniform determination
Armed Forces team selection process
Distribution of coaches letter of instruction
Verification of players available to go to Nationals/CISM, is selected
Safe guarding of personal/team property
Laundry of Uniforms
Determination of initial tournament team pairing (AFSO action required) for publicity and planning
After action report – submitted NLT 30 days following the competition
Request for reimbursement – submitted NLT 45 days following the competition

Financial Support Policy & Authorized Expenditures:

The following is a list of authorized expenditures by an installation hosting an Armed Forces Championship. Any item not listed below, must be coordinated with the host Service representative for approval and coordination with the other Service representatives. Generally, expenditures for messing, billeting, and transportation are assessed each Service on a per person basis, with other championship expenditures being prorated equally among the Services participating.

- § Transportation (each Service): Service representatives and teams (rental vehicles authorized when government transportation is not available). Transportation costs include gasoline used by the respective Service.
- § Banquet/Icebreaker (prorate): Informal banquets are limited to \$15.00 per person. Ice breakers are limited to \$7.50 per person. If just one event is conducted, limit is \$15.00 per person. Attendance is limited to team members, Service representatives, host personnel involved in the championship, tournament officials, and any host VIPs or local civilian community VIPs as invited by the base commander or his/her representative.
- § Event Shirt and Photo: (prorate): The following items are the **only** issued items given to all participants: Shirt and team photo. These are the responsibility of the host installation. Prorated cost is limited to \$30.00 total (for shirt and photo); any additional costs are the responsibility of the host Service. Shirts are authorized for game officials, service representatives, and VIPs.
- § Billeting (each Service): No cost billeting should be provided if possible. Off-base billeting is authorized when on-base billeting is not available. Services representatives must be informed of non-availability for on-base billeting well in advance of team arrivals. Billeting will be paid by the host Service on a per head, per service, prorated basis. Double billeting is strongly recommended where possible.
- § Damages (each Service): Damage to billets, cars, equipment, or other property and any unauthorized charges (e.g., telephone calls, room service, videos) will be at the expense of the individual(s) involved and will be handled through each respective Service representative prior to departure from championship site.
- § Equipment and supplies (prorate): Purchased as required for each championship. Special items of a high cost, unless prior approval is obtained from each Service, will be at the expense of the host Service. The host Service representative, prior to the purchase, should approve high cost items.

- § Official's Fees (prorate): Official's fees for an Armed Forces Championship are provided by the host. This includes floor/field officials as well as timers, scorers, linesmen, etc. Fees will be pro-rated, with floor/field officials fees established by the AFSC. Timers, scorers, etc., fees will be approved by host Service representative. Additionally, each official will be paid a \$30 per day for incidental expenses. Rental vehicles and lodging is also provided to each official and prorated to the Services.
- § The AFSCS is responsible for obtaining and securing air transportation for officials to the competition site paid for by the AFSCS. Officials may use private vehicles if feasible and the host installation pays the Joint Travel Regulations POV rate. These costs are prorated among the Services. All travel must be in accordance with the JTR.
- § Unless otherwise notified, the host installation is responsible for payment/honorarium of all officials as follows:
 - § Basketball - \$200 per game for floor officials
 - § Boxing - \$300 for each official per championship event
 - § Cross Country – NA
 - § Golf – NA
 - § Marathon – NA
 - § Rugby – Field Officials (1) receive \$125 per game and Touch Judges (2) receive \$50 per game
 - § Soccer - \$400 for each official per championship event to include a head official
 - § Softball - \$25 per game. Head official receives a \$250 stipend, but does not officiate games.
 - § Triathlon - \$100 for each official per championship
 - § Volleyball - Referees \$80 per match, linesmen \$20 per match, scorer \$30 per match
 - § Wrestling - \$250 for each official per championship

****Note:** Head officials who officiate games receive an additional payment of \$25 per championship.

- Fees and Charges (prorate): Fees and charges assessed for golf greens fees, bowling lineage, court or field rental are prorated.
- Armed Forces Training Camp (each Service): The host Service is responsible for funding the Armed Forces team training camp and participation in a higher-level competition. Determination of charging expenses (prorated or charged against each Service) should follow the same guidelines as an Armed Forces Championship (as listed above).
- Miscellaneous: Items not covered above should be approved through the AFSCS and Service representative. If an item is to be prorated, all Services must approve the purchase

	Prorated as Directed by latest Military Strength Percentages	Prorated Equally by Four Services	Prorated Equally by Participating Services
1. Momentos		X	
2. Contingency Funds		X	
3. Entry Fees		X	
4. Warm Ups	X		
5. Competitive Uniforms	X		
6. Uniform Cleaning			X
7. Officials Honorarium Travel & Authorized Expenses		X	
8. Events Hosted by U.S. Military		X	
9. Training Camp Expenses (Common)			X
10. Training Camp Expenses (Ind.)			

- § All expenditures must be verified by receipts and retained by the host installation for future reference. Copies of receipts and accounting forms should be furnished to the host Service sports office within 120 days of an Armed Forces championship. The host Service sports representative reviews the financial report and forwards final copies to each Service sports office. A request to reimburse the host service for each Service's prorated share accompanies the final report within 120 days after the completion of all related events (either Nationals or CISM).
- § Any questions regarding expenses should be discussed with the host Service sports representative.

Armed Forces Championship Financial Forms:

The host installation must use the enclosed forms below to account for championship expenditures. Receipts must verify all expenditures. Receipts must be retained by the host installation for future reference, with copies furnished to the services for billing purposes within 120 days.

When accounting forms and pro rata sheets have been completed, they are to be forwarded to the host Service sports representative. The host Service sports representative will review the financial report and forward final copies to each Service sports office and the AFSCS. A request to reimburse the host service for each Service's prorated share will accompany the final report with 120 days after the completion all related events (either nationals or CISM).

Armed Forces Championship Financial Forms:

Armed Forces Program Completion Report Financial Summary Cover Sheet

Championship (Event):

Date:

Source of Funds:

Budgeted Amount	\$
Total Expenditure	\$
Balance	\$

I certify that the above statement represents all income, expenses, and the balance remaining pertaining to above-cited program, that all obligations incurred have been paid and that all goods and services rendered have been received.

Name and Rank of Project Officer:

Project Officer Signature:

Championship Completion Date:

Original receipts are to remain at the host installation for internal or external audit. Copies of receipts will be furnished with Service billing

Attachment 1

PRORATA EXPENSES*

	Unit	Unit Cost	Total
Equipment/supplies			
Basketballs			
Nets			
Clock Rental (5 days)			
Timekeeper/scorer**			
Timekeeper (5 days)			
Scorer (5 days)			
Publicity/printing			
Posters			
Programs			
Transportation			
Rental Cars (5 days)			
Banquet/icebreaker			
Miscellaneous			
Assorted Fruit			
Sports Drink			

Expenses Against Individual Armed Services

Attachment 2

EXPENSES AGAINST INDIVIDUAL ARMED SERVICES

Army	
	Cost
Total Cost	
Air Force	Cost
Total Cost	
Marines	Cost
Total Cost	
Navy	Cost
Total Cost	

*This includes billeting/berthing expenses and any additional charges solely all one service.

Expense Recap

Attachment 3

RECAP

PRORATA EXPENSES	ARMY	NAVY	AIR FORCE
Equipment/supplies	\$	\$	\$
Timekeeper/scorers	\$	\$	\$
Publicity/printing	\$	\$	\$
Transportation	\$	\$	\$
Banquet/icebreaker	\$	\$	\$
Miscellaneous	\$	\$	\$
TOTALS	\$	\$	\$

Reimbursement is to be provided to:

(Host Service Address)

Armed Forces Sports Championship

After Action Report

Event Name:

Date:

Host Installation:

Installation Commander:

Athletic Director:

Project Officer:

Phone:

Armed Forces Representatives In Attendance:

Name:	Service: U.S. Army
Name:	Service: U.S. Navy
Name:	Service: U.S. Marine Corps
Name:	Service: U.S. Air Force
Name:	Service: U.S. Coast Guard
Name:	Armed Forces Sports Council

Championship Officials

Home Area

Name:

Name:

Name:

Name:

*Attach roster of participating teams (full name, rank, Service, duty station)

*Roster of Armed Forces Team selected for higher-level competition

*Schedule of events, scores of all competitions, and final team/individual standings

Event Summary (Bullets)

- Total Attendance
- VIPs attending
- Problems Encountered
- Suggestions or recommendations for future host installations

Attach the following: (if applicable)

- Championship brochure or program
- Team photos for each Service
- Action Photos (4-5)
- News media publications
- Other general interest items

It is the responsibility of the host Service representative to ensure that the after action reports are completed within 45 days after an Armed Forces Championship and that all results are sent out to each Service during and immediately upon the completion of the event.